

# Memorandum

TO: District 7 County Extension Agents

SUBJECT: 2023 District 7 4-H Leaders 4 Life Skill-a-thon

EVENT DATE: December 7, 2023

LOCATION: Tom Green County 4-H Building  
San Angelo, TX

FEE: \$10 per contestant

*Any entries made after closing date of 4-H Online will incur a \$50 late fee in addition to the original contest fee.  
(Pending late entry is approved based on timeline needed for contest preparation)*

ENTRY DEADLINE: 4-H Online Opens: November 6, 2023 – Closes: November 20, 2023

- County Team Entry Form- **Due on website 11/20/2023**

Please find the Guidelines, Rules and Regulations for this event on the following pages. Please contact the District 7 Office if you have any questions or concerns.

Sincerely,

Garry Branham  
District Specialist – 4-H & Youth Development

Hayley Meyer  
Contest Chair

Missy Olofsson  
4-H Program Assistant



4-H and Youth Development  
Texas A&M AgriLife Extension Service  
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*Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin.  
The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating*

## DISTRICT 7 4-H LEADERS 4 LIFE CONTEST GUIDELINES, RULES AND REGULATIONS

### AGE DIVISIONS

The following contestant ages are as of August 31, 2023:

- JUNIOR – age 8 and in the 3<sup>rd</sup> grade to 8<sup>th</sup> grade (Juniors and Intermediates are competing together and the Junior team guidelines are included in this letter. Intermediate scorecards in the state packet will be utilized)
- SENIOR – 9<sup>th</sup> grade to 12<sup>th</sup> grade (Maximum age- 18 as of August 31, 2023)

### ENTRIES

County Extension agents will need to compile all entries from the county and make one entry for the entire county. An unlimited number of senior teams and junior teams may enter the contest; the top three (3) senior teams will advance to State 4-H Roundup. This contest will be a Tuesday contest at State 4-H Roundup.

Teams will consist of four (4) to six (6) members. No individuals will be allowed in this contest.

### REGISTRATION & FEE – ALL MUST REGISTER ON 4-H ONLINE

- \$10 per contestant

Each county will submit an entry form to the District Office for TEAM entries. Any individual/team not registered that show up to contest will not be allowed to compete.

The registration fee will be \$10 per contestant which helps covers location, insurance, and program materials.

**All contestants will need to pay the registration fee.**

**There will be NO REFUNDS for teams/individuals that don't show up to the contest. If you miss the registration deadline you will be required to pay the late registration fee.**

### CONTEST ELIGIBILITY

- Each team will be composed of four to six members in the same age division (see the Age Divisions section for age categories).
- Team members must come from the same county and be enrolled in 4-H in the county they represent.
- The top three (3) teams in the senior age division advance to the state contest at Texas 4-H Roundup. The first-place team at the state contest is eligible to represent Texas at the National 4-H Parliamentary Procedure Contest held in Denver, Colorado, at the Western National 4-H Roundup. This contest is held in January of the following year.
- Teams and/or individual members of a team are ineligible to compete again on a Leaders 4 Life Skill-A-Thon team at the state level if they have participated at the National 4-H Parliamentary Procedure Contest as the official Texas Parliamentary Procedure Team.
- To be eligible for participation in National 4-H competitive events, contestants must not have participated in official post-secondary (university, college, junior college, or technical school) competitive events of a similar nature in the same subject-matter area. They also cannot be members of post-secondary team training for a post-secondary event of the same nature. For example, a contestant who has competed in an official collegiate parliamentary procedure contest, either on or off campus, is ineligible to compete in the National 4-H Parliamentary Procedure Contest.

**AWARDS**

Determined by contest officials

**AGENT ASSIGNMENTS:**

Registration	Garry Branham
Contestant and Judges Orientation	Hayley Meyer

Senior Parliamentary Procedure Demonstration:

Room Monitor/Time Keeper	TBA
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Holding Room Monitor	TBA
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Judges	TBA
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Junior Parliamentary Procedure Demonstration:

Room Monitor/Time Keeper	TBA
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Holding Room Monitor	TBA
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Judges	TBA
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Tabulation:

Hayley Meyer and Missy Olofsson

**Contestant Orientation and Judges Orientation to begin at 9:00am.  
With judging starting immediately following orientation.**

**Agent assignment determined after entry deadline.**

# Leaders 4 Life Contest Procedures

*Overview of Contests for District 7 – please read complete contest guidelines provided in this letter*

<h2 style="text-align: center;">Junior</h2> <p style="text-align: center; color: red;">(Juniors and Intermediates are competing together and the Junior team guidelines are included in this letter.)</p>	<h2 style="text-align: center;">Senior</h2>
<h3 style="text-align: center;">Parliamentary Procedure Demonstration</h3>	<h3 style="text-align: center;">Parliamentary Procedure Demonstration</h3>
<ul style="list-style-type: none"> <li>• Each team will consist of four to six members, including at a minimum the president, vice president, secretary, and treasurer. Up to two additional team members can be in any position—such as reporter or recreation leader—or just as members of the club. Officer positions are determined by the team in advance.</li> <li>• The teams will present a simulated 4-H meeting, not to exceed 15 minutes in length. For every minute over the 15-minute limit, five points will be deducted from the average score. That is, meetings over 15 minutes will get a five-point deduction; over 16 minutes a 10-point deduction, over 17 minutes a 15-point deduction, and so on. This will be taken care of in tabulation. The timekeeper will keep track of the length of presentations and provide the information to tabulation.</li> <li>• A skeleton agenda will also be provided. Each team must provide its own minutes, treasurer’s report, letter of communication, and committee report. Prepared scripts are not allowed. Contest officials will check these materials before the team enters the planning room and collect them at the end of its presentation.</li> <li>• The team will be given one problem to incorporate into its presentation. The problem may incorporate any of these motions:             <ul style="list-style-type: none"> <li>– Put a motion before the assembly (main motion)</li> <li>– Lay on the table</li> <li>– Amend a motion</li> <li>– Division of the assembly</li> <li>– Take from the table</li> <li>– Withdraw a motion</li> <li>– Division of a question</li> <li>– Refer a motion to a committee</li> <li>– Rise to a point of order</li> <li>– Appeal the decision of the chair</li> <li>– Previous question</li> <li>– Rescind a motion</li> <li>– Reconsider a motion</li> <li>– Postpone a motion definitely</li> <li>– Postpone a motion indefinitely</li> <li>– Object to the consideration of the question</li> </ul> </li> <li>• Before the demonstration, each team will have 15 minutes to discuss the order of business and the problems of new business with fellow teammates in the</li> </ul>	<ul style="list-style-type: none"> <li>• Each team will consist of four to six members, including at a minimum the president, vice president, secretary, and treasurer. Up to two additional team members can be in any position—such as reporter or recreation leader—or just as members of the club. Officer positions are determined by the team in advance.</li> <li>• The teams will present a simulated 4-H meeting no longer than 20 minutes. Five points will be deducted from the average score for every minute over the 20-minute limit. That is, meetings over 20 minutes will get a five-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. The deductions will be handled in tabulation. The timekeeper will keep track of the length of presentations and provide the information for tabulation.</li> <li>• A skeleton agenda will also be provided. Each team must provide its own minutes, treasurer’s report, letter of communication, and committee report. Prepared scripts are not allowed. Contest officials will check these materials before the team enters the planning room and collect them at the end of its presentation.</li> <li>• The three problems may incorporate any of these motions:             <ul style="list-style-type: none"> <li>– Put a motion before the assembly (main motion)</li> <li>– Lay on the table</li> <li>– Amend a motion</li> <li>– Division of the assembly</li> <li>– Take from the table</li> <li>– Withdraw a motion</li> <li>– Division of a question</li> <li>– Refer a motion to a committee</li> <li>– Rise to a point of order</li> <li>– Appeal the decision of the chair</li> <li>– Previous question</li> <li>– Rescind a motion</li> <li>– Reconsider a motion</li> <li>– Postpone a motion definitely</li> <li>– Postpone a motion indefinitely</li> <li>– Object to the consideration of the question</li> </ul> </li> <li>• Before the demonstration, each team will have 15 minutes to discuss the order of business and the problems of new business with fellow teammates in the planning room. No coaches, parents, agents, or other 4-H members not part of the team will be allowed in the planning room. Contestants</li> </ul>

<p>planning room. No coaches, parents, agents, or other 4-H members not part of the team will be allowed in the planning room. Contestants may make notes on their agendas during the planning time.</p> <ul style="list-style-type: none"> <li>• Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps. The gavel is used to:             <ul style="list-style-type: none"> <li>- Call the meeting to order—two taps</li> <li>- Tell members to be seated—one tap</li> <li>- Ask all members to rise—three taps</li> <li>- Maintain order—several taps</li> <li>- Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert’s Rules of Order)</li> <li>- Adjourn or recess the meeting—one tap (if desired)</li> </ul> </li> <li>• Total Value for this portion: Max of <u>200</u> points</li> </ul>	<p>may make notes on their agendas during the planning time.</p> <ul style="list-style-type: none"> <li>• Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps. The gavel is used to:             <ul style="list-style-type: none"> <li>- Call the meeting to order—two taps</li> <li>- Tell members to be seated—one tap</li> <li>- Ask all members to rise—three taps</li> <li>- Maintain order—several taps</li> <li>- Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert’s Rules of Order)</li> <li>- Adjourn or recess the meeting—one tap (if desired)</li> </ul> </li> <li>• Total Value for this portion: Max of <u>240</u> points</li> </ul>
<p><b>Question/Answer</b></p>	<p><b>Question/Answer</b></p>
<ul style="list-style-type: none"> <li>• Each team will be asked twelve questions.</li> <li>• Each member of the team must answer at least one question and no more than three questions.</li> <li>• Team members will answer questions in this order: president, vice president, secretary, treasurer, member, and member.</li> <li>• The team will choose who will answer the remaining questions before they are read.</li> <li>• The maximum score for this section is 60 points (5 points per question).</li> <li>• Junior questions will come from Dunbar’s Parliamentary Procedure Glossary (green) brochure. Dunbar’s Guide for Making Motions (yellow) and Dunbar’s Meeting Procedure Guide (blue).</li> </ul>	<ul style="list-style-type: none"> <li>• Each team will be asked twelve questions.</li> <li>• Each member of the team must answer at least one question and no more than three questions.</li> <li>• Team members will answer questions in this order: president, vice president, secretary, treasurer, member, and member.</li> <li>• The team will choose who will answer the remaining questions before they are read.</li> <li>• The maximum score for this section is 60 points (5 points per question).</li> <li>• Senior questions will come from Robert’s Rules of Order Newly revised, 10th Edition, Dunbar’s Parliamentary Procedure Made Easy booklet, Dunbar’s Parliamentary Procedure Glossary brochure (green), Dunbar’s Guide for Making Motions brochure (yellow) and Dunbar’s Meeting Procedure Guide brochure (blue).</li> </ul>